



Volunteer Code of Conduct

It is important for Power Up North London to ensure that the conduct of all people connected to our work is in keeping with the organisation's standards and values. The aim of this Code of Conduct is to give volunteers guidance regarding standards by which you would be expected to behave:

Code of conduct: Standards and values

I will:

1. Uphold the integrity and reputation of Power Up North London (PUNL) by ensuring that my professional and personal conduct is demonstrably consistent with PUNL values and standards.
2. Endeavour to work considerately and respectfully with all those I come into contact with at PUNL. I will respect diversity, different roles and boundaries, and avoid giving or taking offence.
3. Flag any potential conflict of interest with PUNL's work as soon as possible.
4. Be responsible for the use of information, equipment, money and resources to which I have access by reason of my association with PUNL.
5. Protect the health, safety, security and welfare of all PUNL employees, volunteers and contractors, and adhere to the PUNL Health and Safety Policy.

Disciplinary Procedure

There may be times when the performance or conduct of a volunteer falls below what is expected. We hope that having a clear and established disciplinary process in place will both prevent misunderstandings and protect the volunteer and the organisation.

- Before any formal procedure is started PUNL will conduct an informal meeting which would not be recorded as a disciplinary action and would be seen as a process of constructive dialogue.
- If the problem cannot be resolved informally a formal verbal warning may be given to the volunteer.
- If a further incident occurs, the volunteer should receive a letter inviting them to attend a formal meeting to discuss the issue.
- If the conduct or performance still remains unsatisfactory the final stage in the disciplinary process may be instituted and the volunteer will no longer be permitted to work with or represent PUNL.

Gross Misconduct

Where a volunteer is found guilty of gross misconduct, they will normally receive a letter informing them that they have been terminated without notice, and the above procedures regarding progression of warnings will not apply.

Examples of gross misconduct by a volunteer might include:-

- disclosure of confidential information pertaining to PUNL
- convictions of a criminal offence that undermine their suitability for volunteering
- provision of false information relevant to their volunteering position



- consistently poor attendance on a project without appropriate notification
- use of abusive or offensive language or behaviour when representing PUNL
- bullying or harassment when representing PUNL
- being under the influence of alcohol or drugs while representing or carrying out work for PUNL
- theft of PUNL's property or misuse of PUNL's equipment or materials
- failure to abide by PUNL's policies and procedures
- failure to satisfactorily perform assigned volunteer duties

Appeals

If a volunteer wishes to appeal against any disciplinary decision, this should be made in writing within five working days of the decision being communicated to them, to the Chair of the Board of Directors.